

Guidelines For Speakers

If you wish to address the City Council, you must register to speak. The City Clerk or an assistant will take down your name, address and the subject you wish to speak on, including the agenda number if applicable. Requests to address items not on the agenda are considered new business, and will be taken up at the conclusion of the agenda.

If you have a complaint or a question about a city government operation or service, it may be advisable to take it up with the city department involved or the City Manager's Office (across the hall from the council chamber) before bringing it to the attention of the council.

If you are with a group of people, you may want to have a spokesperson present your position to the council and have others in agreement recognized by standing. Council will always try to hear everyone who wishes to speak on a subject. If a previous speaker has stated your position, you may make that known by reference. (for example, "I agree with the position stated by Mr. Jones and have nothing further to add.")

Speakers are generally limited to one appearance of three minutes, although council can allow exceptions at its discretion. Please limit your remarks to the subject under discussion.

When your name is called, please follow these steps:

1. Come forward to the speaker's lectern.
2. State your name and address.
3. State your position and give facts and other data.
4. If you represent a group or organization, ask the others to rise and be recognized.
5. If you have a written statement, give it and other supportive material to the City Clerk for the record.

These guidelines are intended to encourage the greatest possible participation by citizens at council meetings.